

**General Office Part Time employee not to exceed 29 hours per week @ \$13.00 per hour.**

Duties and Responsibilities

- I. Handle the day to day operations of the general public.
- II. Answering and processing all phone calls coming into the Clerk's office.
- III. Handling of incoming mail, and posting outgoing mail..
- IV. Coordinates the distribution, completion and compliance for the Freedom of Information Act (FOIA) and maintains an inventory of action and disposition for all departments with the exception of the Public Safety Department.
- V. Handle public cemetery requests
- VI. Assist Clerk with HR regarding working with Agent of Record and employees
- VII. Under the direction of the Township Clerk and Deputy Clerk, this employee will be responsible for the coordination of the day to day operations of the Clerk's office relative to the administration of all Township, County, State, Federal and School elections held in the Charter Township of Huron including but not limited to:
- VIII. Assisting Clerk in the planning, organizing and overseeing all election activities including certifying local candidate petitions, ordering election supplies, testing of election equipment, coordinating delivery of equipment to polling locations.
- IX. Maintaining voter information and history. Michigan Qualified Voter System software upgrades, processing in box and registration applications received daily, troubleshooting hardware and software problems and concerns with the State of Michigan.
- X. Responsible for variety of election publications, reports, precinct worker scheduling, election reimbursement invoicing.
- XI. Ability to conduct and obtain the required certification from the Michigan Bureau of Elections precinct worker training for all election precinct workers prior to elections.
- XII. Maintains adequate supply of all types of voter registration forms and supplies.
- XIII. Issuing, receiving and processing Absent Voter ballot applications, and ballots.
- XIV. Maintain and keep current all Michigan Election Law Files.
- XV. Responsible for election bulk mail processing, sorting, payments and preparing for delivery to the Post Office.
- XVI. Issuance of permits and licenses, until such time they go to the Building Department due to the BS&A system. (Garage Sale, Burn Permit, Public Gathering, Peddler license, Dump vouchers)
- XVII. Any other duties that may be assigned by the Clerk/Deputy Clerk, and other duties as determined by the Elected Officials of the Charter Township of Huron.